

**BID FORMATION (or RENEWAL) TIMELINE**

For Property BID expiring on December 31, 2017 or new PBID beginning operation by January 1, 2018  
 Start to finish; Begin BID operation on January 1, 2018

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**2016**

<b>Month</b>	<b>Activity</b>
February - March	Finalize dollars needed to complete renewal Hire consultant, if needed
March - June	Form <u>Steering Committee</u> to guide BID formation/renewal activities Commence informational sessions with property owners in potential BID boundary area
May - July	Decide <u>boundaries</u> of new BID Decide <u>programs</u> (security, maintenance, image, streetscape, administration) Decide <u>budget</u> Work on potential assessment formulas (front footage, building square footage, parcel size, etc.)
<b>AUGUST 1, 2016</b>	<b>Submit 1st Draft of DATABASE to City Clerk for review and verification</b>
	DATABASE Must contain, at minimum, 1) All APNs, 2) Property Owner Names, 3) Assessable measurements of property, and 4) Assessment calculations. CITY CLERK will review, verify, and approve all information in Database
<b>AUGUST 15, 2016</b>	<b>Submit 1st Draft of MANAGEMENT DISTRICT PLAN to City Clerk for review</b>
	MANAGEMENT DISTRICT PLAN Must contain, at minimum, the 1) Boundary description, 2) Boundary rationale, 3) Service Description, 4) Budget, 5) Benefit Zones, & 6) Assessment Methodology MANAGEMENT DISTRICT PLAN Must also contain other legal & procedural requirements CITY CLERK will review Management District Plan to ensure compliance with State Law <b>NOTE: Revisions may be needed to ensure compliance with legal statutes</b>
<b>OCTOBER 1, 2016</b>	<b>Submit revised Management Plan and ENGINEER'S REPORT to the Office of City Clerk</b>
	Finalize District Management Plan (boundaries, assessment formula, budget) Present finalized assessment roll to City Clerk who will audit/verify all parcel data (all assessment data for all parcels including: formula, calculations, footages and assessment amounts must be verified and agreed to by the Technical Research Unit of the City Clerk's Special Assessment Section before petitions can be distributed.)
<b>DECEMBER 2016</b>	<b>Management District Plan &amp; Engineer's Report APPROVED by City Clerk</b>
	MANAGEMENT PLAN & ENGINEER'S REPORT MUST be approved prior to Petition Drive start date

**2017**

<b>Month</b>	<b>Activity</b>
<b>JANUARY 2017</b>	<b>START PETITION DRIVE</b>
January - February	Mail out District Management Plan & START PETITION DRIVE Follow up campaign to secure signed petitions equal to 50% plus \$1.00 of proposed assessment <b>REACH 50% PETITION THRESHOLD</b>
<b>March 1st</b>	<b>FINISH PETITION DRIVE: Submit final petitions to City Clerk</b>
(No later than March 15th)	Request City Council to adopt an "Ordinance of Intention" to form a BID Management Plan, Engineer's Report, map and complete list of all stakeholders due to City Clerk. <b>City Clerk verifies petition signatures and affirmative percentage.</b>
March	City Clerk submits complete BID formation project summary report to City Council's Economic Development Committee (EDC). <b>NOTE: EDC meets twice a month with a very limited time to hear agenda items</b>
March	EDC will schedule and hold public hearings and recommend that Council adopt the Ordinance of Intention to begin the Proposition 218 election/formation process. <b>EDC meets 2nd &amp; 4th Tuesday.</b>